

Milestone Recognition

User Guidebook

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First Time Registration

Please	register			
WORK SAF	BC Miles	tone Reco	gnition	
Login: Password:				
Forg	ot Password	Register L	ogin	
			Conta	act Us

Once you have clicked on **Register**, you will be required to provide your **Login** and your **Last Name**. This will allow the system to locate your credentials. When you have filled in the required information, click **Next**.

For security purposes, you will be required to answer three (3) password recovery questions. It is best that you choose answers that you will be able to remember but that others would have a hard time figuring out.

WORK SA	FEBC Milestone Recognition
Please enter on the [NEX Login:	your Login and your Last Name then click [] button.
Lust nume.	Back Next
_	

WORK SAFE BC Milestone Recognition

Please provi	de 3 password recovery questions and answers to
	1.
In what cit	y was your mother born?
Question	2:
What is yo	ur best friend's first name?
Question	3:
What was	the name of your first pet?
	Back Next

Click on **Next** when you are done answering your questions.

You are now registered for the **WorkSafeBC Milestone Recognition Program** website. Click **Next** and you will be directed to the home page. Happy navigating!

characters l case and lo	ong containing both upper wer case letters.	
Please choose ye	our password.	
Your password must be upper case and lower c password exactly the sa	at least 8 characters long containing both ase letters. Please ensure you enter your ame in both text fields.	
Password:		-
Confirm password:	4	-
	Back Next	
		_

Logging into the WorkSafe BC Milestone Recognition Program

Now that you are registered for the **WorkSafeBC Milestone Recognition Program**, you will be able to login and logout of the site, at any time. To successfully login, you will need to provide a valid login and the password you created during the registration process.

Wor	KSAFE BC Milestone Recognition
Login: Passwor	rd:
	Contact Us

If you have forgotten your password, click on **Forgot Password.** You will be asked to provide your **Login.** Click **Next** to proceed.

After you have provided your **Login**, you will be asked to answer your security question. Once you have answered, click **Next**. If you have provided an incorrect answer, you will not be able to continue until you have an answered the question correctly. If you are having trouble, please click the **Contact Us** link.



Landing Page

This section of the **WorkSafeBC Milestone Recognition Program** website provides an overview of the program. Here you will find quick access to different sections of the website and view the possible tools available to you.



Gift Catalogue and Ordering Process

Once you've clicked on the Gift Catalogue link on the top menu, you will see a message from Diana Miles, WorkSafeBC's president and CEO, welcoming you to the **Milestone Recognition Program**'s Catalogue.

The Milestone Recognition catalog features items such as Art, Clocks, Crystal, Jewelry, Watches etc. and recipients can choose a gift from their eligible year level.



By clicking on

any award, you are brought to the Product Details page, where, a larger image of the item and a full description are displayed.

Once you've decided which gift you'd like, click the **Select** button.



You'll then be prompted to enter the PAC number that you received from your leader on or around your milestone date.

Please, enter your personal access code Personal access code: Cancel Continue Your personal access code is located on your award notification. You will see PAC followed by a 10-digit code. This is your personal	WORK SAFE BC Milestone Recognition	Welcome Julia_Recipient Julia_Recipient Sign Off Gift catalogue Resources
Personal access code: Cancel Continue Your personal access code is located on your award notification. You will see PAC followed by a 10-digit code. This is your personal	Please, enter your personal access code	
Your personal access code is located on your award notification. You will see PAC followed by a 10-digit code. This is your personal	Personal access code: Cancel	Continue
access code, which you need to confirm your selection.	Your personal access code is located on your award notification. access code, which you need to confirm your selection.	You will see PAC followed by a 10-digit code. This is your personal

And after inserting the correct code, you'll be able to confirm your product selection.

Milestone		Gift catalogue Resources
Please confirm your selection]	
our selection		
	Freshwater Pearl Bracelet for Ladies	
	This bracelet for ladies features a triple strand of 6 - 6.5 mm triple white freshwater pearls with a 14 karat yellow gold clasp and stations. Approximate length: 7.25".	
A CONTRACTOR	Product ID:164121	
		\backslash
		Cancel Continue

The **Shipping Details** page is where the recipient can check their selected gift, as well as fill out their shipping address before confirming the order.

If you select to have your milestone gift delivered to your home address, please note milestone gifts are delivered to your home using a courier company and will require a signature at delivery.

	1. Shipping details 2. Order summary 3. Order complete
Shipping addres	55
our gift is defaulted t Residential check box	to your attention at your work location address. To update the ship to address to your home address, click the " below and modify the ship to address fields.
□*NOTE* For all Res our Benefits Coordina	sidential address shipments, this box must remain checked. For shipment requests outside these parameters contact ator.
First Name	Name
Last Name	LastName
Title	
Company	
Email	NameLastName@WorkSafeBC.com
Ship To Address	
City	
Country	Canada 🗸
State/Province	British Columbia 🗸
Zip/Postal Code	
Phone	
= required field	
required field	
Your selection	
our selection	
	Freshwater Dearl Brandet for Ladies
attilitie.	Product ID: 164121
1	
all the state	
	Capeel Continue

The **Order Summary** page allows you to review all of the information pertaining to your award selection. There is also the option to "Cancel" the ordering process entirely or to continue and "Place Order".

	1. Shipping details 2. Order summary 3. Order complete
Your gift will be sł	ipped to the address below.
Recipient	
Name:	Julia_Recipient Julia_Recipient
Anniversary:	25 years
Email:	JuliaRibeiro@rideau.com
Manager's Name:	
Shipping addr	ess
Company:	WorkSafeBC
Ship To Address:	123 Street
City:	Vancouver
State/Province:	British Columbia
Country:	Canada
Zip/Postal Code:	V8X 5H2
Phone:	1234567890
:mail:	NameLastName@WorkSateBC.com
Your selectior	Freshwater Pearl Bracelet for Ladies
(Product ID: 164121

Once your order has been finalized, you will see the **Order Confirmation** page. It provides an overview of the order as well as a confirmation number. From here, you have the option to return to the home page or sign off of the website.

Resources

The Milestone Recognition Program website offers a **Resources** page which contains additional information to help users when selecting and ordering their gifts, such as FAQ's, Returns & Warranty and the option to track their order.

Nork <mark>Safe BC</mark>	Welcome Julia_Recipient Julia_Recipient Sign O
	Gift catalogue Resources
FAQ	FAQ
How to Order	How do I place my award order?
Returns & Warranty	Go to <u>WorkSafeBC.EngageUs.com</u> and click the Register button to create your password.
Track Orders	 Enter your 5-digit employee number and last name, answer the security questions, and follow the prompts.
	 If you're already registered, log into the website with your 5-digit employee number and password.
	Click on the <u>Gift Catalogue</u> tab. You'll see an expanded image and a description of each gift.
	Click on "Return to Catalogue" to go back to the product list.
	 Once you have made your choice, click on "Select". You'll be prompted to enter the PAC number you received from your leader on or around your milestone date.
	Follow the prompts and then click on "Place Your Order".
	When the order confirmation page appears, click on "Return to Homepage."
	• If you'd like, you may print details about the gift.
	Will I be able to access the website from home?
	Yes. To access the ordering website, type " <u>WorkSafeBC.EngageUs.com</u> " into your internet browser and then sign in with your username and password. If it's your first time accessing the website, you'll need to click the "Register" button and follow the prompts to create a password.
	Instead of choosing one gift from my milestone level, can I choose two or more gifts from lower levels that that add up to my current milestone?
	No. For each milestone, you may select only one gift.

Contact US

If you require any additional information or any further assistance placing your order, please **Contact Us** by filling out the form or contacting our Customer Service directly.

									1	Welcome	Julia_R	ecipient	Julia_Re	cipien	t Sign Off
WORK SP	IFE BC	Miles	tone	Reco	gnitio	n							· · · · · · ·		D
												G	ift catalo	gue	Resources
Contact Us	5														
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Our Custome Detween 6:0	r Service F 0 a.m. and	Represe 2:00 p	entative o.m. PST	s are ava T.	iilable M	onday t	o Friday	v betwee	n 3:00	a.m. and	l 9:00 p	.m. PS	T and Sa	aturda	iys
Name:	Julia_Rec	ipient J	ulia_Re	cipient											
mail:	JuliaRibei	iro@rid	eau.con	n											
Phone:	123-456-7	890				*									
Font -	Size -	BI	U A.	- = =	± ≡ 4	BC									
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